

Members Present (box checked):

- Jim Anderson
- Tammie Beck
- Bob Blythe
- Tom Cotton
- Bill Hamann

- Hayley Helpingstine
- Brooke Hermanowicz
- Tony Herter
- Judi Khalilallah
- Narry Kim

- Stuart Palmer
- Chris Roberts
- Holly Sanford
- Dana Tuttle
- Amy Witzig

Visitors & Ex-Officio Members Present (box checked):

- Jan Cook
- Rachel Hatch

- Colette Homan
- Rick Marr
- Jena Garrett

- Sarah Bollman
- Juliana Nelson
- Beth Theobald

Bob Blythe, Council Chairperson of the 2018-2019 academic year, called the meeting to order at 12:07 p.m., in Brown Ballroom II, Bone Student Center.

Approval of Minutes:

1. 5/7/19 and 5/21/19 motion made to approve minutes by Palmer, second by Herter, all in favor.

Chair Comments: Bob Blythe

1. Officer nominations for upcoming year – Blythe asked that council members send nominations for the executive committee members which include council chair, vice-chair, secretary, treasurer to Kim by Friday, June 14. Once Kim receives the nominations, she will contact each nominee with a description of duties for the position and see if they want to be placed on the ballot. The deadline to accept a nomination will be Friday, June 28. Kim will prepare the ballots for the council executive committee election either on July 2 if we have a council meeting or on July 16.
2. Meeting with President – Blythe met with President Larry Dietz for the last time as council chair on May 21. He shared that Dr. Dietz thanked both the A/P Council and the Civil Service Council for their service.
3. Council Seat Openings, Chris Roberts moving to AP Position, Jim Anderson retiring later this year. As the runner up for the Group 5 council seat during the last election, Jena Garrett was asked and she has agreed to serve as a council member representing Group 5 to complete the remaining two years of Roberts’ term. She attended her first meeting today and Blythe thanked Roberts for his service on the council. Once Anderson lets the council know when he will be retiring from ISU and leaving the council, Kim will reach out to the runner up for the Group 2 council seat to see if he would like to serve the last several months of Anderson’s term.
4. Bags for homecoming – The A/P Council approached Blythe about the Civil Service Council splitting the cost of the bags that representatives from both councils pass out to kids attending the ISU Homecoming Parade. A motion was made by Palmer for the Civil Service Council to pay up to \$575 for half the cost of the bags, second by Roberts, all in favor.

Vice Chair Comments: Amy Witzig

1. OpenLine: Rachel Hatch, Editor/Narry Kim, Proofing – Witzig reminded everyone that the deadline to submit items for the OpenLine newsletter to Hatch was the 25th day of the month before the next

newsletter so the deadline for June's OpenLine would have been May 25.

Hatch said the June OpenLine would go out on June 12 in advance of the June 15 scholarship deadline so more applicants have a chance to apply. The newsletter will include the following articles: Applications for Scholarships (due June 15), Tuition waiver, Annuitants Association June 19 meeting, Fire suppression system testing during May and June, New trustees, Living Our Values – nomination open, Faculty-Staff social in July, Concerts on the Quad, Alumni Night at the Illinois Shakespeare Festival, Years of Service (May and June), and Tip of the Hat.

Hatch also confirmed with the Council that it was OK to skip the newsletter for July because it's a quiet time on campus.

Secretary: Narry Kim – Kim reminded everyone that the next several council meetings through August 6 will be in Brown Ballroom II. She has also sent out Outlook proposals for all the council meetings taking place during the 2019-20 term so it gets on everyone's calendars. She sent the proposals to the continuing council members and the newly elected. The council meetings have also been placed on the University Calendar.

Treasurer: Hayley Helpingstine – No report.

Human Resources: Colette Homan – No report.

EAC: Rick Marr – Not present.

Annuitants: Jan Cook – Cook shared an article in the *Chicago Tribune* about the pressure mounting to enact a constitutional amendment over contract laws on the Illinois state pension. She said pressure is ongoing and to stay tuned.

Special Committee Reports:

- A. Academic Senate:** Chris Roberts – No report. Witzig asked Roberts if he could send her a description of his role as a representative on the Academic Senate so it can be shared with the next representative taking his place.
- B. Educate – Connect – Elevate – Illinois State:** Nary Kim – No report.
- C. Campus Communications Committee:** Bob Blythe, Amy Witzig – Witzig sent out an email requesting two volunteers to fill in for the Campus Communication Committee for the month of July until the new Civil Service Council has their committee assignments in place. What this would involve for the volunteers is some relaying of information from Blythe and Witzig, a "brainstorming" meeting the third week in July, and another meeting prior to the July BOT meeting. Incoming Council member Beth Theobald volunteered to serve as a representative to start helping with the letter in June so it's ready for the BOT meeting on July 26. There is still need for one more volunteer.
- D. Elections (March – April):** Jim Anderson, Dean Plumadore, Narry Kim – Kim finished up the committee report put it in the shared drive.
- E. University Foundation:** Tony Herter – No report. Herter said the next Foundation Board meeting would be on June 28.

F. Parking and Transportation Advisory: Stuart Palmer, Tony Herter – No report. Palmer said the next meeting hadn't been set yet, but said the current chair of the committee will step down because she is retiring. They will be getting a new chair.

G. SURSMAC: Jean Ann Dargatz – Not present.

H. Governing Documents: Reviewing Council documents to maintain accuracy and relevance – Kim had sent to council members the revisions to the Civil Service Council Constitution and Bylaws she and Hatch were suggesting and asked for feedback by June 14. To save on time with the end of the fiscal year approaching, Kim reported that many of the suggested edits were grammatical, stylistic, or factual, for example, deleting the Sick Bank Leave Committee from the list of committees in the Bylaws since that committee no longer exists. Kim believed that these changes could be made without a vote because they weren't major changes, but just corrections. However, she said that two of the suggested revisions may need a vote because they were bigger changes. The following revisions were shared and motions were made:

Civil Service Council Constitution:

Article IV – Membership, Representation, and Term of Office

Section 1 – Membership, Item C; and Section 3 - Representation and Term of Office for Ex-Officio members, Item E

The position of OpenLine editor was added to the list of ex-officio members of the council.

The motion was made to approve by Palmer, second by Helpingstine, all in favor.

Civil Service Council Bylaws:

Article V – Nomination and Election

Section 1 – Nomination, Item B

Clarifying the following line so it's clear Civil Service staff can nominate any eligible Civil Service colleague to run for a council seat whether they are in the same group or not, "Civil Service staff will nominate themselves or others from their group to represent their group." to "Civil Service staff will nominate themselves or others who are eligible to serve as council members. Eligibility shall be defined as Civil Service staff who have completed their initial probationary period of employment at the University as defined by the State Universities Civil Service System.

The motion was made to approve by Palmer, second by Cotton, all in favor.

Kim will finalize the two documents with the revisions and save them on the shared drive. She will also ask Hamann to get them on the Civil Service Council website.

I. Discounts: Amy Witzig – No updates.

Non-action items (these items will not be discussed unless there is something to be discussed)

- a. Legislative:
- b. Marketing: Holly Sanford
- c. Listserv Manager:
- d. Webmaster: Bill Hamann
- e. Raffle: (Oct – Dec)
- f. Homecoming (Fall):
- g. Scholarships (July-Aug):
- h. Awards (Fall)
- i. Children's Holiday Party: (Fall – Dec)

- j. Fall Drive: (Nov – Dec)
- k. Team Excellence: (Fall)
- l. Donut Fundraiser: Working with AP Council to sell Krispy Kreme Donuts as a fundraiser for Civil Service Scholarships (Potentially Spring)
- m. Spring Drive: (March – April)

Old Business: None.

New business: Blythe asked the council to consider if there should be a July 2 meeting because if there are many council members who will be out for the July 4th holiday, he said the meeting could be cancelled and the first one of the new term would start on July 16. He said the decision on the July 2 meeting could be determined at the next council meeting.

Kim checked with Becca Krzyszkowski of Athletics to see if Horton Field House was available for the next Children’s Holiday Party on Friday, Dec. 6 (the first Friday of December) and for Gamma Phi Circus to have a dress rehearsal the day before on Thursday, Dec. 5. The space is available for both days and the cost estimate is \$1,000, which in the past has been paid three ways by the Civil Service Council, the A/P Council and the Office of the President. Once Kim was told the space was open, she contacted Marcus Alouan, Ivan Stoinev, and Deb Wylie and confirmed that Gamma Phi Circus would be able to perform at the party on Dec. 6 and they still wanted the dress rehearsal on Dec. 5.

She shared the cost estimate with Julie Barnhill of Presidential and Trustee Events and she will also reach out to the A/P Council to see if they will approve the estimate too. The motion to approve the Civil Service Council paying up to \$350 for 1/3 of the cost of using Horton Field House was made by Roberts, second by Palmer, all in favor.

Announcements: Blythe said Jean Ann Dargatz will attend the next council meeting on June 18 to provide an update from the most recent State Universities Retirement System Members Advisory Committee (SURSMAC) meeting.

Adjournment: The meeting adjourned at 12:58 p.m. with a motion from Palmer and a second from Roberts.

Respectfully submitted,
Narry Kim

Next Meeting

Tuesday, June 18, 2019, at noon in Brown Ballroom II, Bone Student Center

Reminders: The deadline for submitting materials to the *OpenLine* is the 25th day of each month. – *NOTE: Deadline is subject to change.*

Upcoming CSC Meeting Dates:

2019 Dates – June 18

Upcoming CSC Important Dates:

Jean Ann Dargatz – SURSMAC Update, Tuesday, June 18, 2019

22nd Annual Council of Councils at UIC: Friday, October 18, 2019 from 8 a.m.-4 p.m. (with Meet and greet, Thursday, October 17, 2019)